



Armory Facility-Use Application

To apply for use of the City Armory facility for your event or activity, please complete this application. Submit this application form, in both a hard copy and on disk or email to, Tammy Forest, Special Event Coordinator. **This Application must be received a minimum of forty five (45) days prior to your event or activity to be considered for approval.**

Event Name									
Event Start Date			Event End Date						
Annual Event		1st Time Event		Longevity of Event		Alcohol Served			
Event Category (check all that apply)		Community Festival		Concert/Dance		Trade Show		Fund Raising Event	
		Private Party/Reception		Private Dinner		Athletic Event		Sale/Commercial Event	
		Other (specify)							
Event Organizer						Corporate ID#			
Street Address						Non-Profit Corp.			
City				State		Zip			
Primary Contact				Email Address					
Phone		Fax Phone		Cellular / Page #					
Additional Event Partner									
Primary Contact									
Phone		Cellular / Page #'s							
Additional Event Partner									
Primary Contact									
Phone		Cellular / Page #'s							
Event Sponsors									
Description of Event									
Event Site Requested (indicate all that apply)		Market (inside only)		Armory		Fountain Area			
		Market (both inside & outside)							
Admission / Entry Fee		In Advance:		Day of:					
Overall Attendance Estimate		Largest One-time Attendance Estimate							

Event Venue Set-up & Break down information

Event Venue Set-up Date(s)	<input type="text"/>	Set-up Start Time	<input type="text"/>	Set-up Finish Time	<input type="text"/>
Venue Break-down Date(s)	<input type="text"/>	Break-down Start Time	<input type="text"/>	Break-down Finish Time	<input type="text"/>
Additional Market/Armory facilities required for Set-up or Storage <input type="text"/>					
Requested Street(s) to be closed for the event/activity <input type="text"/>					
Proposed Date(s) & Times of Street Closures <input type="text"/>					

Event Start Date	<input type="text" value="01/00/00"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>
2nd Event Date	<input type="text"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>
3rd Event Date	<input type="text"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>
4th Event Date	<input type="text"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>
5th Event Date	<input type="text"/>	Time Open to Public	<input type="text"/>	Time Closed to Public	<input type="text"/>
		Music / Sound Start Time (inc. sound checks)	<input type="text"/>	Music / Sound End Time	<input type="text"/>
		Alcohol Service Start Time	<input type="text"/>	Alcohol Service End Time	<input type="text"/>

Event Merchants & Vendors Information

(Include only information about event Merchants & Vendors that are not businesses operating at the Community Market)
 Note: All permanent Market vendors retain the right to remain open for business during all events/activities at the Market.

Food Served/Sold at Event	<input type="text"/>	# of Vendors	<input type="text"/>	# of Non-Profit Vendors	<input type="text"/>	# of For-Profit Vendors	<input type="text"/>
				# of Food Vendors Needing Electricity	<input type="text"/>	# of Food Vendors Needing Water	<input type="text"/>
Cooking Method -	Charcoal <input type="text"/>	Gas/Propane	<input type="text"/>	Electric	<input type="text"/>	Other	<input type="text"/>
(check all that apply)							
Merchandise Sold at Event	<input type="text"/>	# of Vendors	<input type="text"/>	# of Non-Profit Vendors	<input type="text"/>	# of For-Profit Vendors	<input type="text"/>
				# of Merch. Vendors Needing Electricity	<input type="text"/>	# of Merch. Vendors Needing Water	<input type="text"/>
Other Items / Services Sold	<input type="text"/>	Describe Items/Services <input type="text"/>					
		# of Vendors	<input type="text"/>	# of Non-Profit Vendors	<input type="text"/>	# of For-Profit Vendors	<input type="text"/>
				# of Vendors Needing Electricity	<input type="text"/>	# of Vendors Needing Water	<input type="text"/>

Will you be supplying any of the following items or elements at your Event?

(Check & complete all that apply)

Dumpsters	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Stage or other structures	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Describe	<input type="text"/>
Portable Toilets	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Fireworks, fires or pyrotechnics	<input type="checkbox"/>	Describe	<input type="text"/>		
Recycling Containers	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Name of Fireworks Contractor	<input type="text"/>			Phone #	<input type="text"/>
Banners or signs	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Booths, exhibits or displays	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Describe	<input type="text"/>
Live Entertainment	<input type="checkbox"/>	Describe	<input type="text"/>	Tents or canopies	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Size - Sq. Ft.	<input type="text"/>
Amplified Music or Sound	<input type="checkbox"/>	Describe	<input type="text"/>	Vehicles / trailers	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Describe	<input type="text"/>
Shuttle Services	<input type="checkbox"/>	Describe	<input type="text"/>	Animals	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Describe	<input type="text"/>
Site Decorations	<input type="checkbox"/>	Describe	<input type="text"/>	Tables or chairs	<input type="checkbox"/>	Describe	<input type="text"/>		
Catered Food	<input type="checkbox"/>	Describe	<input type="text"/>	VIP Area	<input type="checkbox"/>	Describe	<input type="text"/>		
Special Lighting	<input type="checkbox"/>	Describe	<input type="text"/>	Amusement rides or inflatables	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Describe	<input type="text"/>
				Web site or hot-line phone	<input type="checkbox"/>	URL or Phone #	<input type="text"/>		

Are you requesting that the City of Lynchburg provide any of the following items or elements for your event?

(Check and complete all that apply)

Electrical Service	<input type="checkbox"/>	Describe	<input type="text"/>	
Water Service	<input type="checkbox"/>	Describe	<input type="text"/>	
First Aid Service	<input type="checkbox"/>	Describe	<input type="text"/>	
Volleyball Goals	<input type="checkbox"/>	Describe	<input type="text"/>	
Basketball Goals	<input type="checkbox"/>	Describe	<input type="text"/>	
Use of Kitchen area (Armory)	<input type="checkbox"/>	Describe	<input type="text"/>	
Crowd-control Barricades	<input type="checkbox"/>	Describe	<input type="text"/>	
Unique Facility Setup Needs	<input type="checkbox"/>	Describe	<input type="text"/>	
16 Piece 32' x 16' Large Stage	<input type="checkbox"/>	Describe	<input type="text"/>	
6 Piece 16' x 12' Small Stage	<input type="checkbox"/>	Describe	<input type="text"/>	
Event Banner Displayed	<input type="checkbox"/>	Describe	<input type="text"/>	
Bleachers (Armory only)	<input type="checkbox"/>	Describe	<input type="text"/>	
Tables & Chairs	<input type="checkbox"/>	Describe	<input type="text"/>	
Trash Dumpster Usage	<input type="checkbox"/>	Describe	<input type="text"/>	
Event-day staff	<input type="checkbox"/>	Quantity	<input type="text"/>	Duties
		Hours	<input type="text"/>	<input type="text"/>
Other City Services	<input type="checkbox"/>	Describe	<input type="text"/>	

Liability Insurance Information

A Certificate of Insurance for this Event must be presented to the City of Lynchburg (c/o Special Event Coordinator) no later than 15 calendar days prior to the Start Date of the Event. If the information requested below is not available when this Application is submitted, it can be added later, but not later than the 15 day deadline previously noted.

Insurance Agency	<input type="text"/>		Agent's Name	<input type="text"/>	
Business Phone	<input type="text"/>	Policy #	<input type="text"/>	Policy \$ Limits	<input type="text"/>
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
				Zip	<input type="text"/>

Indemnity Agreement:

The Lessee will be responsible for any and all damages its guests and invitees cause to the Community Market, any City property stored therein, the City Armory, or parking lot and the Lessee shall indemnify and save harmless and provide a defense for the City of Lynchburg, its agents, employees and officials, from any and all liability, damages, expenses, causes of action, suits, claims or judgments which may accrue against, be charged to, be recovered or sought to be recovered from the City, its agents, employees or officials, by reason of or on account of damage to the property of the City of Lynchburg and the property of, injury to, or death of any person arising from the Lessee's use and occupancy of the demised premises. To effect the same, the Lessee agrees to maintain and pay for public liability and property damage insurance in at least the amount of One Million Dollars (\$1,000,000) for general public liability for injuries to or death of persons, or damages to property in or about the demised premises.

Such Insurance policy shall name the City of Lynchburg, its agents, employees and officials as additional insured parties and shall include or be endorsed to include the contractual liability assumed by the Lessee under the indemnity agreement contained in this paragraph. It is expressly agreed and understood that the Lessee's liability to the City, its agents, employees and officials hereunder shall not be limited to the amount set forth in said insurance policy.

Witness the following signature (Event Organizer signature):

(Signature)

Witnessed by:

(Signature)

Affidavit of Applicant:

I certify that the information contained in this Facility Use Application is true and correct to the best of my knowledge and belief, that I have read, understand, and agree to abide by the all regulations, provisions and rules governing the Lynchburg City Armory as set forth by the City of Lynchburg.

Applicant

Title (Print or type)

Signature of Applicant (Event Organizer)

Date of Application

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of this Facility Use Application must be provided to the City before an Application will be considered fully executed. Submit a hard copy and an electronic version (either email or disk) of this Facility Use Application to Tammy Forest, Special Events Coordinator.

Lynchburg Parks & Recreation Department
301 Grove Street Lynchburg, VA 24501

Phone: 434 455-5871

Fax: 434 528-2794

Email: tammy.forest@lynchburgva.gov